



ILLINOIS

Rod R. Blagojevich, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Michael M. Rumman, Director

MEMORANDUM

TO: Telecommunications Coordinators

FROM: Alice Engle, Chief of Operations
Bureau of Communication and Computer Services

DATE: April 11, 2003

SUBJECT: Waiver of Processing Fees

A handwritten signature in cursive script, appearing to read "A. Engle", is positioned to the right of the "FROM" line.

Effective immediately, Central Management Services (CMS) will waive order processing charges for name and accounting unit changes made between March 17, 2003 and June 30, 2003.

Due to the large number of personnel changes and the current State budget issues, CMS will not charge the typical \$7.50 administrative fee per line on these changes. During this same time period, CMS will additionally waive the \$25.00 processing fee for cellular services including upgrades, ESN changes, new phones, and the addition of voice mail. The \$10.00 processing fee for additional cellular equipment will also be waived.

These waivers will allow state agencies time to reconcile their billing records following early retirement and other personnel changes made in recent months.

If you should have any further questions, please contact your Communications Systems Specialist (CSS) here in the Division of Telecommunications.